



# **Principal's Pre-Administration Manual**

## **ACCESS for ELLs Tasks to Be Completed in Fall 2012**

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This document was prepared by the  
Massachusetts Department of Elementary and Secondary Education  
Mitchell D. Chester, Ed.D.  
Commissioner

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Massachusetts Department of Elementary and Secondary Education  
75 Pleasant Street, Malden, MA 02148-4906  
Phone 781-338-3000 TTY: N.E.T. Relay 800-439-2370  
[www.doe.mass.edu](http://www.doe.mass.edu)



## Table of Contents

Important Contact Information and Resources .....	1
<b>Important Information about Online Accounts and Passwords .....</b>	<b>2</b>
<b>Testing Schedule and Administration Deadlines .....</b>	<b>2</b>
<b>Tasks to Complete in Fall 2012.....</b>	<b>3</b>
1. Review the Requirements for the Participation of ELLs in ACCESS for ELLs and MCAS (2012–2013 Update) (“Requirements”).....	3
2. Identify all ELL students who will be participating in testing.....	3
3. Ensure that all ELL Students are reported accurately in the October 2012 SIMS submission.....	3
4. Familiarize yourself with the WIDA-ACCESS Placement Tests (W-APT). ....	3
5. Assign students to appropriate test tiers.....	3
6. Order your school’s test materials between October 29 and November 16. ....	4
7. Authorize test administrators and inform them of the training requirements. ....	4
8. Ensure that test administrators are trained and meet the certification standard.....	4
9. Identify and prepare for students with disabilities who require accommodations for testing according to their IEPs or 504 plans. ....	4
10. Plan logistics for test administration at your school. ....	4
11. Assign testing spaces for ELL students. ....	4

## Important Contact Information and Resources

### Test Administration Information and Online Services

#### MetriTech Help Desk

Hours: 8:00 a.m.–5:00 p.m., Monday–Friday

Web: [www.metritech.com/wida/login.aspx](http://www.metritech.com/wida/login.aspx)

Email: [wida@metritech.com](mailto:wida@metritech.com)

Telephone: 800-747-4868

Fax: 217-398-5798

### WIDA Standards and Test Administrator Training

#### WIDA Help Desk

Hours: 8:00 a.m.–5:00 p.m., Monday–Friday

Web: [www.wida.us](http://www.wida.us)

Email: [help@wida.us](mailto:help@wida.us)

Telephone: 866-276-7735

Fax: 608-263-3733

### Policy Information

#### Student Assessment Services Unit

Web: [www.doe.mass.edu/mcas/access](http://www.doe.mass.edu/mcas/access)

Email: [mcas@doe.mass.edu](mailto:mcas@doe.mass.edu)

Telephone: 781-338-3625

Fax: 781-338-3630

Questions regarding Student Information Management System (SIMS) data should be directed to the district's SIMS contact (go to <http://profiles.doe.mass.edu/search/search.aspx?leftNavID=11239>, select **SIMS Contact** from the Function menu, and click **Get Results**).

Questions regarding the identification of English language learner (ELL) students, and RETELL, should be directed to the Office of Language Acquisition and Academic Achievement ([ell@doe.mass.edu](mailto:ell@doe.mass.edu) or 781-338-6220).

## Important Information about Online Accounts and Passwords

Type of Account	Purpose	Who Has Access	How Login Information Is Provided
<b>W-APT account ( .wida.us)</b>	To access the WIDA ACCESS Placement Test (W-APT) test, guidance on administering the W-APT, and scoring materials	Districts and schools	Emailed by WIDA to ELL directors on July 9, 2012, to distribute to appropriate staff
<b>ACCESS for ELLs personal account (<a href="http://www.wida.us">www.wida.us</a>)</b>	To access test administrator training modules and certification quizzes and other secure WIDA materials	Districts and schools	Emailed by the Department to principals and ELL directors on October 2, 2012, to create accounts for appropriate staff using the WIDA Account Creator
<b>MetriTech account (<a href="http://www.metritech.com/wida/login.aspx">www.metritech.com/wida/login.aspx</a>)</b>	To order ACCESS for ELLs test materials and additional materials	Principals (and their designees)	Emailed by MetriTech to principals on October 28, 2012

## Testing Schedule and Administration Deadlines

<i>Before Testing</i>	Test administrators complete online training	October 1–February 8
	Order test materials	October 29–November 16
	Receive test materials	January 3
	Order additional materials, if necessary	January 3–8
<i>Test Administration</i>	ACCESS for ELLs test sessions	January 10–February 13*
<i>After Testing</i>	Schedule UPS pickup	February 14
	Deadline for UPS pickup	February 15

\* Each ACCESS for ELLs test for grades 1–12 is designed to be completed in one session for each of the following areas: Listening (25 minutes), Reading (35 minutes), Writing (35–65 minutes, depending on the student’s English proficiency), and Speaking (15 minutes). The kindergarten test is designed to be completed in 30 minutes (1 session, individually administered). The grades 1-12 Reading and Writing tests are timed and must be completed in the time allotted.

## Tasks to Complete in Fall 2012

### 1. Review the *Requirements for the Participation of ELLs in ACCESS for ELLs and MCAS (2012–2013 Update)* (“Requirements”).

The document is posted on the Department’s website at <http://www.doe.mass.edu/mcas/participation/ell.pdf> and contains important information, including the following:

- background on the new ACCESS for ELLs tests
- definition of, identification, and reporting of ELL students
- participation requirements, and participation in grade-level clusters and tiers
- accommodations for ELL students with disabilities
- planning information for test administration, including logistics and assigning testing spaces
- qualifications for test administrators

### 2. Identify all ELL students who will be participating in testing.

Students who are identified as ELL before the beginning of the testing window (i.e., before January 10, 2013) **must participate** in ACCESS for ELLs testing for their grade, as follows:

- students who were reported as ELL in October 2012 SIMS
- AND
- ELL students who enroll in school after the October 2012 SIMS submission

Refer to the [Requirements](#) for detailed participation guidelines.

### 3. Ensure that ELL students are reported accurately in the October 2012 SIMS submission.

Review data before the district submits the October SIMS report (e.g., students’ names, demographic information) and confirm the following:

- Each ELL student has a SASID.
- Each ELL student is reported in SIMS.
- Each student who has exited ELL status is no longer reported as ELL.

Any questions regarding SIMS submissions should be directed to the district’s SIMS contact (see page 1 for instructions for finding your district’s contact). The district SIMS contact can also provide support if your district’s SIMS report has already been submitted.

### 4. Familiarize yourself with the WIDA-ACCESS Placement Tests (W-APT).

Review the W-APT tests and training materials ([www.wida.us/assessment/w-apt](http://www.wida.us/assessment/w-apt)) and determine whether your school will use them as a placement test to assist in making placement decisions for new ELL students. Use of W-APT tests for this purpose is optional.

W-APT tests may also be used to determine which test tier to order for a student. If the W-APT test will be administered for this purpose, it must be done before test materials are ordered.

### 5. Assign students to appropriate test tiers.

Assign Tier A for beginning ELL students; Tier B for most ELL students, and Tier C for students who are close to exiting ELL status.

To ensure an appropriate testing experience for each student and the most meaningful results, select the tier for each student that best matches his or her proficiency level. (This is similar to the selection of sessions 1 and 2, or sessions 2 and 3, for MEPA in the past.)

When in doubt, assign students to the higher test tier so that students can perform up to their “performance ceiling” on the test. Refer to the [Requirements](#) (pp. 3-4) for detailed guidelines.

This information will be needed for placing orders for test materials (see instructions below).

**6. Order your school’s test materials between October 29 and November 16.**

Instructions will be sent via email from MetriTech to the principal’s attention on October 28.

**7. Authorize test administrators and inform them of the training requirements.**

Between October 1, 2012, and February 8, 2013, educators must complete an online training course and pass a certification quiz in order to be authorized to administer the ACCESS for ELLs tests.

The test administrator training requirements are posted to the web page below and also in the [Requirements](#) (pp. 6-7).

In order to access the online training modules, individual educators must set up a personal training account on the WIDA website. Principals were provided instructions via email to create accounts using the WIDA Account Creator, which are posted at <http://www.doe.mass.edu/mcas/access/training-certification.html>. Contact the WIDA Help Desk at 866-276-7735 or [help@wida.us](mailto:help@wida.us) for assistance in setting up personal accounts.

**8. Ensure that test administrators are trained and meet the certification standard.**

Principals can view online at [www.wida.us](http://www.wida.us) the names of individuals who completed training modules and certification quizzes so that they can monitor the progress of their staff toward meeting the training requirement. (Access will be provided beginning on October 15.)

To view this information, principals must create a personal account (see step 7 above for instructions). At [www.wida.us](http://www.wida.us), click **My Quizzes** in the upper right corner of the screen, and then click on the **District View** tab.

**9. Identify and prepare for students with disabilities who require accommodations for testing according to their IEPs or 504 plans.**

Refer to the [Requirements](#) (pp. 3-5) for more information on accommodations for ELL students with disabilities and the few exceptions to participation.

**10. Plan logistics for test administration at your school.**

Refer to the [Requirements](#) (p. 5) for information about the length of test sessions, other scheduling information, and guidelines on student groupings. Please be aware that the Reading and Writing tests are timed and must be completed in the time allotted.

**11. Assign testing spaces for ELL students.**

Refer to the [Requirements](#) (pp. 5-6) for information on appropriate testing spaces.